

Key Information Summary Sheet

Training Seminars: Maryland Accessibility Code

Invitation for Bids No. 09-22-05



IFB Issue Date:	December 23, 2008
Procurement Officer:	Jean Peterson Peterson@mdhousing.org 410-514-7358 (FAX) 410-514-7313
Submit Bids to:	Dept. of Housing and Community Development Attention: Jean Peterson 100 Community Place, Room 3.607 Crownsville, MD 21032-2023
Bids Due:	January 19, 2009, 12:00 noon 100 Community Place, Room 3.607 Crownsville, MD 21032-2023
Anticipated Contract Start:	February 16, 2009
Anticipated Completion Date:	No later than June 30, 2009

Minority Business Enterprises and Small Businesses are encouraged to respond to this solicitation
Notice: Any prospective Bidder who received this document from a source other than the Issuing Office should immediately advise the Issuing Office of its name and mailing address, so that amendments to the IFB and other communications can be sent to them.

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SECTION 1 - GENERAL INFORMATION

1.1 Purpose

The Maryland Department of Housing and Community Development (DHCD) is seeking the services of a Contractor to provide training seminars based on the Maryland Accessibility Code.

1.2 Procurement Method

This Contract will be awarded in accordance with small procurement regulations under COMAR 21.05.07.

1.3 Multi Step Sealed Bidding

This solicitation follows the multi-step sealed bidding process, which is described in COMAR 21.05.02.17 as a two-phase process in which bidders submit unpriced technical offers or samples, or both, to be reviewed by the State and a second phase in which those bidders whose technical offers or samples, or both, have been found to be acceptable during the first phase have their price bids considered.

1.4 Questions

Questions will be accepted from prospective Bidders and should be submitted in a timely manner to the Procurement Officer only. E-mail submission of questions is preferable, but questions will also be accepted by phone, mail or facsimile to the Procurement Officer. The Procurement Officer will decide whether an answer can be given before the closing date, based on the availability of time to research and communicate an answer. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of this IFB.

1.5 Bid Submission Requirements, Deadline and Bid Opening

Submit an original and three (3) copies of the technical offer and other required documentation in a sealed envelope captioned "Technical Offer – Training Seminars: "Maryland Accessibility Code" and an original and three (3) copies of the price bid (Attachment D) in a separate envelope captioned "Price Bid –Training Seminars: "Maryland Accessibility Code" to the Issuing Office not later than the closing date and time noted on the Key Information Summary Sheet.

Allow sufficient mail and internal delivery time to ensure receipt of bids at the Issuing Office prior to the closing date and time. Bids submitted by e-mail or facsimile will not be accepted. No late bid or late request for bid modification or withdrawal will be considered. Requests for extensions of the closing date or time will not be granted.

Bids will be opened in accordance with the provisions of COMAR 21.05.02.11. Bids opened will not be returned.

1.6 Preparation of Bid Form

Do not alter or change any wording on any bid form. Bids that are obviously unbalanced, or that include alteration of forms, omissions, irregularities, and/or conditional bids may be deemed

non-responsive and rejected. Bids shall be typewritten or written legibly in ink. All erasures, strike-throughs or other alterations shall be initialed in ink by the signer.

All bids shall be signed in ink as follows:

- Individual/Sole Proprietor – Sign with full name and address.
- Partnership – Partners shall sign with full names and business addresses
- Limited Partnership – General partners shall sign with full names and business addresses.
- Corporation – An officer of the corporation shall sign with full name and title and shall include the name and address of the corporation.
- LLC or LLP – The member of the LLC authorized to obligate the LLC or LLP shall sign with full name and business address.

1.7 Procurement Officer and Issuing Office

The sole point of contact at the State for purposes of this IFB is the Procurement Officer at the Issuing Office listed on the Key Information Summary Sheet.

1.8 Contract Manager

After contract award and throughout the course of the project, the Contract Manager listed below will schedule and review the Contractor's work and monitor the performance of the Contractor.

Steven Shen
Codes Administration
Division of Credit Assurance
Department of Housing and Community Development
100 Community Place
Crownsville, Maryland 21032-2023
Phone: (410) 514- 7214
Email: Shen@mdhousing.org

1.9 Duration of Bid

Bids submitted in response to this IFB are irrevocable for 90 days following the bid opening date. The Procurement Officer may extend this period, with the Bidder's written consent.

1.10 Revisions to the IFB

If it becomes necessary to revise this IFB, amendments will be provided to all prospective Bidders that were sent this IFB or otherwise are known by the Procurement Officer to have obtained this IFB. Failure to acknowledge receipt does not relieve the Bidder from complying with all terms of any such amendment.

1.11 IFB Cancellation / Rejection

The State reserves the right to cancel this IFB at any time prior to contract award pursuant to COMAR 21.06.02.02. The State also reserves the right to accept or reject, in whole or in part, any

and all bids received in response to this IFB, and to waive or permit cure of minor irregularities in any manner necessary to serve the best interests of the State of Maryland.

1.12 Conflicts of Interest

The Bidder shall consider and resolve any potential conflicts of interest which presently exist or which may arise if the Bidder were to provide services to DHCD.

1.13 Incurred Expenses

DHCD and the State are not responsible for any expenses that may be incurred by bidders in preparing and submitting bids in response to this IFB.

1.14 Contract Type

The contract awarded as a result of this IFB shall be a fixed price contract as provided in COMAR 21.06.03.

1.15 Parties to the Contract

The Contract entered into as a result of the response to this IFB shall be by and between each successful Bidder as Contractor and DHCD, and shall include the terms and conditions of Attachment A attached to this IFB and generally the provisions of this IFB. Any exceptions to this IFB or the terms and conditions of Attachment A will result in the rejection of the bid. Attachment A is provided for information and review only. It is not to be submitted with the Bidder's response to this IFB.

1.16 Contract Affidavit

Bidders are advised that, if a contract is awarded as a result of this IFB, the successful Bidder will be required to complete a Contract Affidavit, which is attached for information as Attachment C to this IFB.

1.17 Work Products

All work products prepared under the terms of this contract are the property of the State, and shall be delivered to DHCD at the end of the contract in a form useable and acceptable to DHCD.

1.18 Minority Business Enterprises (MBEs)

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise
Maryland Department of Transportation
P.O. Box 8755
BWI Airport, Maryland 21240-0755
(410) 859-7328
http://www.mdot.state.md.us/MBE_Program/

1.19 Small Businesses

Although this is not a Small Business Reserve procurement, small businesses are encouraged to respond to this solicitation and to register with the Maryland Department of General Services for the Maryland Small Business Reserve Program through a self-certification process at <https://www.smallbusinessreserve.maryland.gov/registration/>.

A Small Business is not the same as a Minority Business Enterprise, but a business can be both if it has been certified by the Maryland Department of General Services as a Small Business and has been certified by the Maryland Department of Transportation Minority Business Enterprise Program as a Minority Business Enterprise.

SECTION 2 – MINIMUM QUALIFICATIONS

The following qualifications are required in order to be considered:

2.1 Presenter Qualifications

The proposed presenter(s) shall hold a Bachelor's degree in architecture or engineering and shall be registered with a state government, or must be recognized as a Master Code Official, and must have at least two (2) years of experience related to the Maryland Accessibility Code, or must have ten (10) years of equivalent experience related to the Maryland Accessibility Code.

The proposed presenter(s) shall have a minimum of two (2) years of training experience.

SECTION 3 – SCOPE OF SERVICES

3.1 General Information

The Contractor will be responsible for conducting three (3) one-day training seminars for the Maryland Accessibility Code. Each training seminar shall include a general review of the Maryland Accessibility Code, Federal Fair Housing Amendments Act of 1988, the ten (10) safe harbors recognized by the United States Department of Housing and Urban Development (HUD), comparisons of the current Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the new ADAAG, and comparisons of the Maryland Accessibility Code and the International Building Code. Any addendum to the Maryland Accessibility Code, updated standards or new regulations issued by the federal government or state of Maryland shall be included in each seminar. Any information associated with the topic which is deemed necessary for the training seminar by DHCD shall be included in the seminar at the DHCD's discretion at any time.

3.2 Training Curriculum

The training curriculum shall be developed by the Contractor in conjunction with DHCD staff and will include, at a minimum:

- A. For each topic, the Contractor shall design and produce a student workbook that contains explanations of the requirements related to the topic including examples, illustrations as appropriate and note-taking area. The workbook shall be in standard

8 ½ by 11 inch format, professional in appearance, and permanently bound or spiral bound for easy use and portability.

- B. The Contractor shall provide audio-visual tools for instruction (i.e. Microsoft PowerPoint or other DHCD approved electronic presentation tools);
- C. The Contractor shall provide supplemental classroom handout materials for students as appropriate;
- D. For Maryland Accessibility Code, the training curriculum will include, at minimum, the following materials related to the Maryland Accessibility Code:
 - Maryland Accessibility Code
 - Federal Fair Housing Amendments Act of 1988 and ten safe harbors.
 - Comparisons of the current ADAAG and the new ADAAG
 - Comparisons of the Maryland Accessibility Code and the International Building Code.
- E. The Contractor will provide a draft power point presentation and draft workbook four (4) weeks before the first scheduled training session. DHCD will provide comments for corrections to the Contractor within three (3) weeks of the submittal.

3.3 Training Sessions

- A. The Contractor shall conduct three (3) one-day training sessions at various locations as arranged by DHCD. Training dates will be finalized in consultation with the Contractor.
- B. It is anticipated that each session will have approximately fifty (50) participants. All sessions combined will be able to accommodate up to a total of one hundred and fifty (150) participants.
- C. The Contractor shall provide each participant of the seminar with a certificate indicating completion of the seminar.
- D. The Contractor is required to provide and distribute seminar evaluation forms to each seminar participant. The completed forms are to be collected from the participants by the Contractor and returned to DHCD after each training session.
- E. DHCD will be responsible for providing suitable training rooms and will arrange for the registration of students and will provide the approximate number of attendees to the Contractor prior to the scheduled training sessions.
- F. The dates and locations of the training sessions to be held are tentatively scheduled as follows and are subject to change at the sole discretion of DHCD.

Training Session 1 – [February 18, 2009]
Worcester County Government Center
One West Market Street
Snow Hill, MD 21863

Training Session 2 – [April 22, 2009]
Frederick County Government Building
Frederick, MD 21701

Training Session 3 – [June 10, 2009]
Department of Housing and Community
100 Community Place
Crownsville MD 21032

3.4 Training Sessions Presentation Materials

- A. The Contractor shall conduct the training sessions using PowerPoint (or similar software), a computer and an LCD projector, all of which are to be supplied by the Contractor.
- B. Upon completion of the training sessions the Contractor shall deliver all presentation materials, which are the property of the State as stated in section 1 item 1.17, to DHCD in electronic format.
- C. The Contractor shall make available to DHCD for use at its sole discretion all training material developed as a result of this contract and/or used during the training sessions.

SECTION 4 – TECHNICAL OFFER AND PRICE BID CONTENT

4.1 Format

All technical offers shall be prepared with a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this IFB. Bidders are requested to write their technical proposals so that responses correspond to and are identified with the specific subsections of the IFB.

4.2 Technical Offer Content

Technical proposals submitted in response to this IFB shall contain the following information:

- A. Bidder's Technical Qualifications - This section shall present the Bidder's qualifications, by providing the following information:
 - 1. Identification of the proposed presenter(s) and a current resume for each individual identified.
 - 2. Written evidence or documentation of architectural or engineering degree, or evidence of two (2) years of experience related to the training topic, or certification as a qualified instructor as described under Section 2.
 - 3. The names, addresses, and telephone numbers of at least two (2) current or immediate past clients for which training sessions were held. References are to include the name, title and telephone number of a proper contact person.

- B. A narrative containing the Bidder's approach and understanding of the scope of work. This section shall include a preliminary outline and description of the training session to be provided.
- C. Bid/ Proposal Affidavit – The Bid/Proposal Affidavit, Attachment B, must be completed and submitted with the Technical Offer. If an item on this Affidavit is not applicable, please so indicate. **All blanks are to either contain an answer or a Not Applicable designation.**

4.3 Price Bid Content

The Bidder shall include the following in the price bid submission:

- A. A fixed price for curriculum development and the conducting of three (3) one-day training sessions, and
- B. A price for the cost of materials per student multiplied by 150 students. This number is provided for the purposes of comparing bids only; the Contractor will be compensated based on the actual number of attendees.

These prices will be irrevocable for a period of Ninety (90) days from proposal due date.

SECTION 5 – BID EVALUATION AND CONTRACT AWARD

5.1 Qualifying Bids

The Procurement Officer will review each bid for compliance with the requirements of this IFB. Failure to comply with any requirements will normally disqualify a bid; however, the State may waive minor irregularities when it is in the State's best interest to do so, pursuant to COMAR 21.06.02.04.

DHCD reserves and assigns to the Procurement Officer the right to determine which Bidders have met the minimum qualifications listed in Section 2. The Procurement Officer reserves the right to reject in whole or in part any and all bids received as a result of this IFB. Bidders whose proposals are not accepted will be notified in writing.

5.2 Evaluation Committee and Evaluation Criteria

The Procurement Officer shall establish an Evaluation Committee that will assess the technical offer based on the Bidder's approach and understanding of the scope of work.

5.3 Technical Proposal Acceptance

To be acceptable, a Bidder shall meet all minimum qualifications and be classified initially as being reasonably susceptible for selection for award by the evaluation committee.

After technical offers are evaluated, the price bids will be publicly opened. At least 24 hours prior to the bid opening, the Procurement Officer will notify by telephone or email all qualified Bidders determined to be acceptable, and will provide the location and time of the public bid opening.

The Procurement Officer will notify in writing those Bidders whose technical offers were determined to be “unacceptable,” and will return the price bids to the Bidders unopened.

5.4 Price Evaluation and Award

DHCD will award a contract to the responsible Bidder with an acceptable technical offer and the lowest bid price.